Maryland State Board of Elections

Electronic Pollbook Step-by-Step Guide 2016 Presidential Election

FOLLOW THIS GUIDE ON ELECTION DAY

This step–by-step guide provides Election Judges with a quick reference for the most commonly used Election Day procedures for the Electronic Pollbook(EPB).

Updated 8/17/2016

Electronic Pollbook Opening Procedure

1 ❑ **On Election Day**

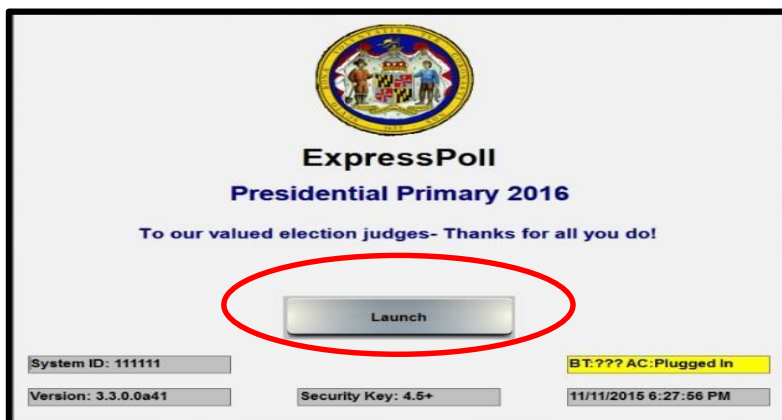Verify that the Power Strip is plugged into a wall outlet and turned on.

❑ **Turn off the Network Hub by disconnecting its power cord**.

If there are only **two Pollbooks** in the precinct, **disconnect one end of the LAN cable.**

❑ Obtain *EPB Integrity Report* from a Chief**.**

❑ Turn on Pollbooks and printers.

❑ "Tap the **Launch Button"**

**2** ❑ Verify the precinct information displayed when the "Log In" screen appears is correct.

Do not proceed with a Pollbook that does not display the correct information.

If the correct precinct is not shown, notify a Chief immediately.

3 ❑ Tap the **" OK This is correct poll button"**

(If a prompt appears that reads "**The printer is not connected or powered up**. Check printer power and USB cable connections," ensure your printer is ON and connected to a power source as well as to the Pollbook.)
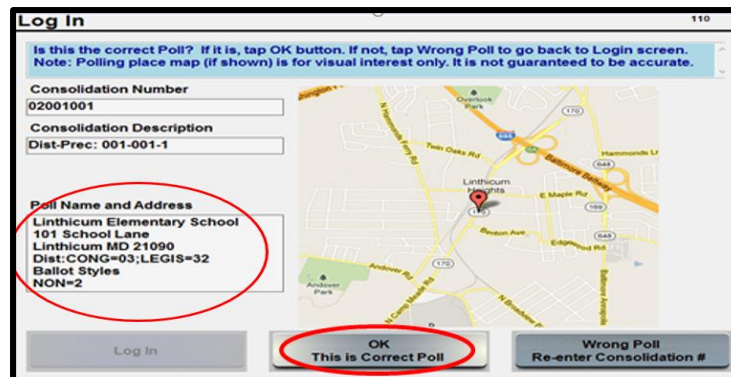
Electronic Pollbook Opening Procedure

4 ❑ The Main Screen with Manage Polls tab (upper left tab on the screen) will appear.

❑ Verify the **"Poll Status"** on the right side displays **"CLOSED"** in a red box.

❑ On the left side, the **"Statistics"** section has three tabs: **Ballots, Voters, and Same Day Registration (SDR) Counts.**

❑ **Tap on each tab to verify that Ballots, Voters, and Same Day Registration (SDR) Counts are all zero.**

❑ **Verify that your Voted TOT is zero. If any number is not zero, notify a Chief immediately.**
Do not proceed with a Pollbook that does not display zero for every Ballots, Voters, or SDR Counts.

5 ❑ Check the date and time displayed in the lower right corner of the Pollbook. If the date is wrong or the time is off by more than 5 minutes. **notify the Chief Judge immediately.**

❑ At 6:50 AM, tap **the "Open the Polls "button If you receive a message relating to date, time, BULK Update Date, or any error message, notify the Chief Judge immediately.**

❑ A pop-up window will appear. Make sure **"Print Ballot Counts" and "Print Voter Counts"** boxes are both checked and tap "**Continue**".

Electronic Pollbook Opening Procedure

5 ❑ Both the **"Consolidated Voter Counts"** and **"Consolidated Ballot Counts"** reports will `print. Verify that all numbers are zero.

A bi-partisan team must sign both reports and attach them to the *Electronic Pollbook Integrity Report*.

❑ **Reconnect the network hub's power cord.**

❑ Verify Pollbook networking status: check for blinking up/down arrows on the lower right. Tap **the "Issue Ballots" tab**

6 ❑ Tap the **"Search Voter Roster"** Tab
A key board screen will appear

At 7:00 AM, after the Chief Judge announces that the "polls are now open," start checking voters in following the **Check-In Job Guide**

Battery Charge % - Shows "NONE" in red box if battery is missing or disconnected

AC Power Status message shows "Plugged In" when power is connected, "Offline" when power is off.

Precinct Voted Total of voters checked in (including DEM, REP and ALL OTHER parties during the primary election only). Includes voters issued provisional ballots.

Digital Clock shows current date and time. **Note:** If date is wrong or time is more than 10 minutes off, contact a Chief Judge.

Network Icons show status of connectivity with the other pollbooks in the precinct.

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| BT:??? AC:Plugged In | Voted: TOT 0 | 11/18/2015 1:11:45 PM |

Voter Name Search

1 ☐ Tap the **<Issue Ballots>** tab at the top of the screen.

2 ☐ Tap the **<Search Voter Roster>** button at the bottom left of the screen.

3 ☐ On the **"Find Voters"** screen, use the **"4 & 3 + DOB"** method:
- First 4 letters of LAST NAME
- First 3 letters of FIRST NAME
- Month and day of birth if too many voters are found

4 ☐ **More hints for faster voter lookup:**

✓ If "4 & 3 +DOB" search stops on a shorter name, add another letter.
✓ Use only letters A – Z.
For example: Enter "O'Donnell" as "ODON". Enter "El-Amin" as "ELAM"

✓ Enter the voter's month & day of birth if too many voters are found.

Note: The Voter's actual registered name (with punctuation) is printed on the VAC.

5 ☐ To select a name, tap anywhere in that row. Use the scroll bar to scroll through the names, if necessary.

6 ☐ Follow procedures to verify the voter's information. If correct, see the instructions for **Issuing a Ballot.** If not, **<Go Back>**.

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Voter Address Search

1 ☐ To search for a voter by address, tap the **<Find by Address>** sub-tab on the **"Find Voters"** screen.

2 ☐ Follow instructions for entering voter's address. If voter's street has a direction, type "N" for "North," "S" for "South," etc., **without a period**.

3 ☐ To narrow the search, enter the voter's house number and zip code.

4 ☐ Address searches are automatically done in "Search State" mode, so there's no need to "shift gears"

5 ☐ To select a name, tap anywhere on the line. Press the side arrows to scroll through the names, if necessary.

6 ☐ If the voter is in the correct precinct, follow regular check-in procedures.

☐ If the voter is not in the correct precinct, follow Steps 4 and 5 on page 13 for a "Voter Not Listed in Precinct Register."

☐ If necessary, tap the **<Find by Name>** sub-tab to return to searching for voters by name.

Issuing a Standard Ballot

1 ☐ If the voter's information is correct and the voter is eligible to vote a regular ballot, tap the **<Issue Standard Ballot>** button.

2 ☐ If this is the first ballot issued, or the pollbook has been restarted, enter your name when prompted

3 ☐ Tap the **<Select Paper Ballot>** button.

4 ☐ Follow procedures for issuing the voter a Voter Authority Card (VAC).

5 ☐ Voter is marked as "REG Issued" in the roster.

6 ☐ The program automatically returns to **"Find Voters"** screen.

Voter Not Listed in Precinct Roster

1 ❏ If voter is NOT FOUND, follow the instructions on the screen, then tap the **<Search STATE>** button.

2 ❏ If there are TOO MANY voters found in the state, follow the instructions on the screen…

3 …and enter the voter's DOB, Middle Initial (space for No Middle Initial) and zip code.

4 ❏ If you find the voter, tap in the voter's row to open the **"Voter Record"** screen. Tap the **"Precinct Details"** tab…

5 …to find the voter's correct precinct.

Note: Precinct Information may be printed for the voter.

6 ❏ To return directly to the **"Find Voters"** screen, just tap the **<Go Back>** button.

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Finding a Polling Place for Voter's Street Address

1 ☐ Tap the <Return to Main> button from the Find Voters screen: the "**Issue Ballots**" tab will display.

2 ☐ Tap on the <**Find Polls**> button in the bottom right.

3 ☐ Follow the instructions on the screen: enter the voter's street name, house number, and zip code.

4 ☐ Verify that the voter's address is within the **range** of house numbers shown. Tap anywhere in that row.

5 ☐ Polling place for the selected range of addresses is shown. Tap the "Print" button if you wish to print this information for the voter.

6 ☐ Tap on <**Go Back to Find Voters**> to return to the Main Screen.

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Issuing a Provisional Ballot

1 ❑ If a voter is not eligible to vote a regular ballot, a provisional ballot may be issued. Tap on the **<Issue Provisional Ballot>** button.

2 ❑ Select the voter's correct precinct (if necessary) and desired ballot party (for primary elections).

3 ❑Using the table below, find the number code for the reason a provisional ballot is being issued

1	Not listed on the precinct register
2	Listed but indicated a change of address
3	Listed but claims a different party affiliation (primary election only)
4	Listed as "ABS Issued," "REG Issued," or "PROV."
5	Listed as "Show ID" and unable to provide sufficient ID
6	Listed as "Pend1" ("Show ID" on Voter Details screen)
7	Listed as "Pend2" ("Need DL#/SSN#" on Voter Details screen)
8	Challenged by a poll watcher & could not provide acceptable ID
9	Other (please tell Chief Judge the reason)
10	Voting during extended voting hours

4 ❑Using the drop down menu, select the number code and the reason a provisional ballot is being issued, from the table.

5 ❑ Tap the **<Issue...>** button. Voter is now marked as "PROV" in roster, and program returns to "**Find Voters**

6 ❑The Voter Authority Card will print. Initial it and have the voter review and sign it.

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Checking Synchronization

1 ❑ Check the voted totals at the bottom of the screen against the other pollbook(s) in the precinct: all totals should match.


2 ❑ If voted totals do not match, this indicates a break in synchronization.
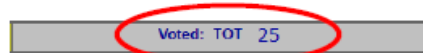
3 ❑ Synchronization should be verified periodically during the election by comparing "Voted" Totals at the bottom of the screen for all networked pollbooks.

Note: There may be brief periods of small differences in the totals. This is normal and will reconcile automatically.

4 ❑ If there is a break in synchronization for more than 5 minutes, Check the cable connection to the back of each EPB. If cable locking tab is broken, cable should be replaced.
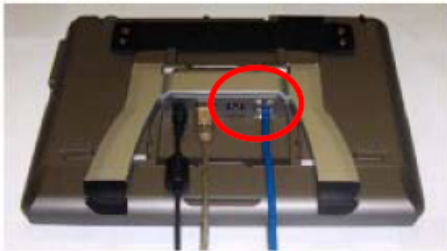
5 ❑ Check the connection to the hub, if a hub is used.

❑ Check the power connections to each piece of equipment.

6 ❑ If the synchronization is not established after checking each connection, call for a chief judge who will seek technical assistance.